

EBIZ PORTAL ACCOUNT REGISTRATION AND RENEWAL INSTRUCTIONS

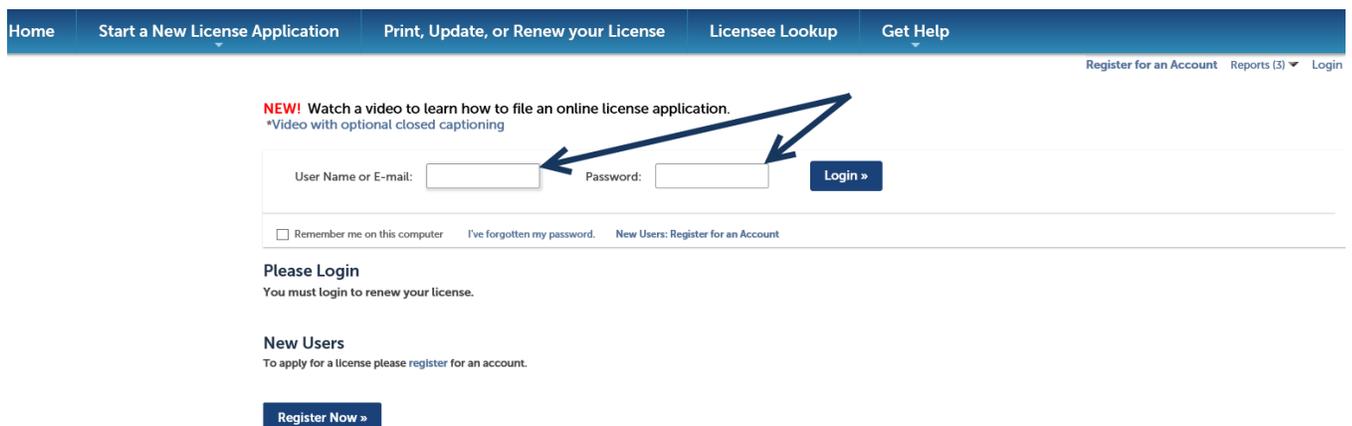
Renewal information:

- If you have an account but are having trouble logging in, please **do not create another account**. Instead, please contact the Business Standards Division at (406) 444-6880 or email us at dlibsdhhelp@mt.gov We will assist you in logging into your account and renewing your license.
- Prior to starting your renewal to change your licensing status or update an endorsement, please contact the Business Standards Division at (406) 444-6880 or email us at dlibsdhhelp@mt.gov. Please allow up to 72 hours for professional licensing staff to process your request.
- If you do not have an online user account, you must first register for an account to use the online renewal service. See “Account Registration” instructions on page 3 below.
- If you are uncertain if you have an account, please email the board office for confirmation at dlibsdhhelp@mt.gov.

Renewal Instructions:

Step #1: Navigate your browser to the Montana Department of Labor & Industry EBiz online portal at ebiz.mt.gov/pol

Step #2: Login using your user name and password. Your EBiz profile account email may also be used for your user name.



Home Start a New License Application Print, Update, or Renew your License Licensee Lookup Get Help

Register for an Account Reports (3) Login

NEW! Watch a video to learn how to file an online license application.
*Video with optional closed captioning

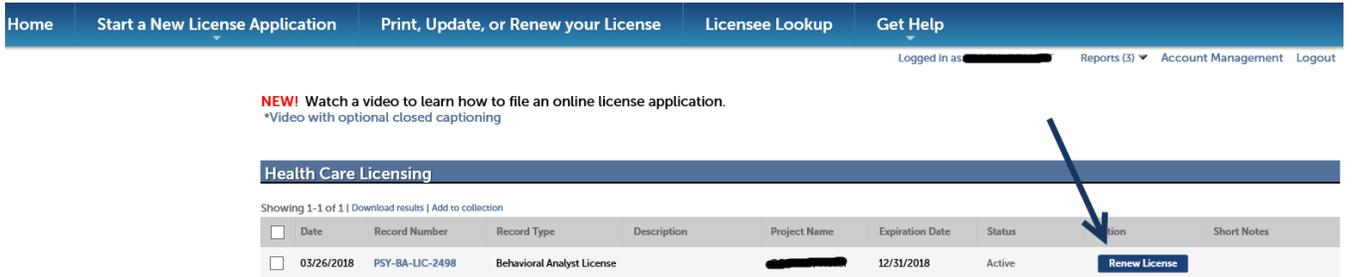
User Name or E-mail: Password:

Remember me on this computer [I've forgotten my password.](#) [New Users: Register for an Account](#)

Please Login
You must login to renew your license.

New Users
To apply for a license please [register for an account.](#)

Step #3: Click the blue “Renew License” button next to your license to begin the renewal process.



The screenshot shows the website's navigation bar with options: Home, Start a New License Application, Print, Update, or Renew your License, Licensee Lookup, and Get Help. Below the navigation bar, there is a notification: "NEW! Watch a video to learn how to file an online license application. *Video with optional closed captioning". The main content area is titled "Health Care Licensing" and displays a table of licenses. A blue arrow points to the "Renew License" button in the table.

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action	Short Notes
<input type="checkbox"/>	03/26/2018	PSY-BA-LIC-2498	Behavioral Analyst License			12/31/2018	Active	Renew License	

Step #4: Answer all questions presented and click “Continue Application” button. On the next screen you can upload documents if you need to; otherwise select the “Continue Application” option.

Step #5: Review the information you entered on the next screen and select the “Continue Application” option. You will then be shown the fee; select the “Continue Application” button and enter payment information. You will be shown a receipt page to print and your renewed license will be emailed to you within the hour.

Account Registration:

Step #1: Navigate your browser to the Montana Department of Labor & Industry EBiz online portal at ebiz.mt.gov/pol

Step #2: Click on the “Register for an Account” link in blue.

Register for an Account Reports (3) Login

NEW! Watch a video to learn how to file an online license application.
*Video with optional closed captioning

Home Professional & Occupational Licensing Health Care Licensing

Advanced Search

User Name or E-mail: Password:

Step #3: Click the box accepting the disclaimer and click the “Continue Registration” option.

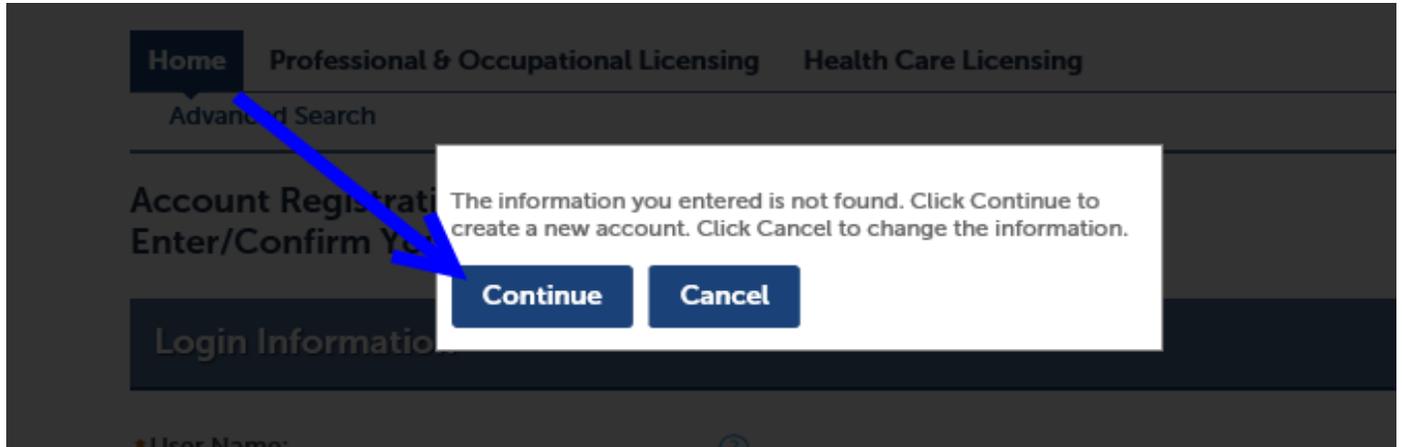
Step #4: Complete the account registration process by selecting a user name and password, providing an email address and creating a security question and answer.

Step #5: Next select the “Add New” button so that we can capture your mailing address and contact information for corresponding with the board office.

Step #6: When prompted, select “Contact Type”; select “Individual” and then “Continue.”

Step #7: Enter your name, date of birth, address, city, state, zip, phone number(s), and email address. Click the “Continue” button.

Step #8: If you don't already have contact information in our database you will see the box below. Select the "Continue" option.



Step #9: Your contact information will pop up and show that your information was successfully added; click "Continue" to proceed. You will receive the following message:



Home Start a New License Application Print, Update, or Renew your License Licensee Lookup Get Help Register for an Account Reports (3) Login

NEW! Watch a video to learn how to file an online license application.
*Video with optional closed captioning

 Your online user account has been created successfully. You will receive additional information about your user account by e-mail shortly.

Congratulations. You have successfully registered an account.

Step #10: You can now click "Login" and use your new account information to apply for a license. **If you are already licensed, continue to Step #11 and #12 to enable your account.**

Step #11: Email your professional licensing board at: dlibsdfhelp@mtgov to enable your online account. Please allow up to 72 hours for Professional Licensing staff to process your request.

Step #12: Once your account is enabled, you'll be able to apply for licensure, renew an existing license, change your address, and update your log-in information through the EBiz online portal.